

## COMMITTEE ON HUMAN RESOURCES/INSURANCE

**June 3, 2003**

**5:30 PM**

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Pinard, Shea, DeVries

Messrs: Virginia Lamberton, Diane Guimond

Chairman Lopez addressed Item 3 of the agenda:

Communication from the Human Resources Director regarding additional compensation for Deputy Directors in the absence of a department head.

Human Resources Director Virginia Lamberton stated if you recall Paul Martineau had come before this Committee regarding Diane and he was requesting that Diane who is the Deputy of the department be paid additional monies for filling in during his absence, and we had a discussion about that. The request was, I believe, received and filed. However, you all asked me to look into it and come back to you with some language. So what I did was, which is attached to this, is I went through all of the collective bargaining agreements to see what sort of language is in the different contracts regarding what they call plus rates, I call them temporary promotions, but they call them plus rates. And we don't have a lot of consistency for the people who are unionized. The people that would be deputies or high level administrators are for the most part not covered. They might be covered...a deputy wouldn't be covered, but like a...somebody might be covered as an exempt employee but you'd have to really look at the situation and see where they were in the organizational chart. So I decided not to get involved with anything less than deputies and directors basically.

Chairman Lopez asked how would that affect a regular employee?

Ms. Lamberton answered it wouldn't impact...right now the lowest level...

Chairman Lopez asked talking about if you eliminate this...I presume you're eliminating this? No?

Ms. Lamberton replied no, you leave it in tact. I'm sorry, thank you for answering my question. You would need to leave that in tact because the language in most of the contracts refers to that ordinance. Some of them do, some of them don't, so we can't really touch that part of the ordinance. So you leave that in tact and then you have a second half to the ordinance that says, when there's a vacant Director position, not the Director isn't in town, vacant Director position, then you appoint somebody or the Mayor does, whichever the situation is, to become the Acting Director and that person has full responsibility from soup to nuts for running that department until such time that a permanent Director is appointed.

Alderman Sysyn stated that's like the Office of Youth Services. She gets now the Director's pay.

Ms. Lamberton responded correct, because there is no Director.

Alderman Pinard asked in other words Diane would be entitled to the Director's pay while the Director is out?

Ms. Lamberton answered no, only if the position is vacant. The Director is...

Alderman Pinard asked completely vacant? Not on a leave of absence...

Ms. Lamberton answered not on a leave of absence, because the Director still is being paid to run that department and, remember we talked about this, what's the difference between a Deputy and a Director, the Deputy is expected to run the show. Changes in policy, changes in major decisions are made by the Director. So when you're filling in you're just really running what's already been established.

Alderman Pinard asked but if you're filling in for a period of time?

Mr. Lamberton answered you're still not going to change the policies if there's a person who is being paid as a Director, you can either wait until they come back or you're going to call them and find out whether or not they agree with that. And if a Deputy...if I was out for three weeks ill and Howard came in here and said I want to change this ordinance and that ordinance, he'd say well what does Ginny think, because I'm getting paid to make those recommendations to you, he is not. He can make those recommendations to me as a Deputy, but I would kill him if he came in here and did that in my absence.

Chairman Lopez stated just to make sure. This is the way the ordinance reads now, so this doesn't be there...that's not really the ordinance. We've got A and B that would have to...

Ms. Lamberton replied right.

Chairman Lopez stated now I had a couple of calls on vacant. Should we put so that we have no discrepancy of what vacant is, should we put it in parenthesis (vacancy)?

Ms. Lamberton answered no, it's vacant.

Chairman Lopez stated it's vacant, so that everybody is clearly understood. I had to calls from two departments.

Alderman DeVries stated my concern would be if the department head was medically incapacitated and not able to make the decisions of the department head, but yet the Mayor needed to have the flexibility to put somebody in there to make critical policy decisions. Would this allow that flexibility, where it's not formally vacated yet?

Ms. Lamberton replied the whole purpose to having a Deputy is to keep things going in the absence of a Director and to support the Director when the Director is there. And so even if a person wasn't medically...let's say somebody went to Greece for three weeks and there was some urgency to changing something, it would be unreasonable for the Mayor to call the Deputy and say I know that Ginny's in Greece but we need to change this, I need something before the Board Tuesday night. And that doesn't entitle them to Director's pay, it's just you're the most knowledgeable right now, please get that done.

Alderman Shea stated I think what she's talking about is someone, and I guess there has to be something in place, and I assume there would be, someone has a nervous breakdown or whatever, and they are confined to hospitalization for a long period of time, I think then is there some provision other than here...

Ms. Lambertson responded I think you waive your own rules...you've done that before. Like if somebody was in a coma or something like that. Yes. Then you would say the Mayor says I want to appoint Mr. Shea to this and then everybody says what's wrong him, he's in a coma, fine Betsie please fill the...

Alderman DeVries asked and in that case then they would get...now they would be acting and they would get the Director's pay?

Ms. Lamberton responded correct.

Alderman Shea stated I don't think that will probably fall into every single thing, but I think the idea of it being a process whereby in extenuating circumstances there are provisions enabling either the Mayor or whomever, I guess you're saying the Mayor.

Ms. Lamberton stated well sometimes it would be like the Assessor's report to you guys. So it depends on the title.

Alderman Shea stated and it depends on obviously what department. In other words if an Assessor happens to be out, that isn't as critical as say maybe another person being out, because you have two other people who seemingly are at that level.

Ms. Lamberton replied it just depends on the circumstances.

Alderman DeVries stated in a couple of our departments we now have individuals that are acting long term. Actually, informally acting as an Acting Deputy Director of Youth Services. If something happened to that individual, would there be nothing in place to deal with that? Do we need to...?

Chairman Lopez stated that's a good point.

Alderman DeVries stated I'm envisioning also...

Chairman Lopez asked how long do we keep an acting person? Forever?

Ms. Lamberton replied it's not fair to anybody to do that really. In that case I think probably...you might just...it depends on why the other persons is absent. You might say...

Chairman Lopez interjected why don't we just let you think about it. I think where it is that...just let you think about it because it's not fair to the employee that is an acting person, you know. Financially it might be, but still its acting. How long do you keep an acting?

Alderman Shea asked how long has that person been an acting?

Chairman Lopez replied since Regis Lemaire retired. Two years, how long do you keep an acting?

Ms. Lamberton stated in the contracts, some of the contracts, it says that a person can only be temporarily promoted for 90 days and at the end of 90 days the position has to be posted and they have to move forward and fill it.

Chairman Lopez asked would you look at that and see what time...and talk to the Mayor and all of that stuff and see where we're going to go with that. Because it's not fair, it's either...

Ms. Lamberton stated well you don't get any change either because having been in the situation of being acting, that's what you are, you're acting. And you know you're not going to make any major changes because it's not your job yet. Do you know what I mean?

Chairman Lopez stated well that's true but it's also the same if I was acting...if a person liked me or doesn't like me, doesn't want me to be the department head but I'm good enough to be acting for two years? You know, it doesn't make a lot of sense. So you have to be fair with the employee. Okay, is everybody comfortable with that?

Alderman Shea asked as the Human Resources Committee can we ask this to be done committee wise? Say we want something...

Chairman Lopez replied we can...I think probably give her a chance to think about it and see where...I know what people are saying is, well they're supposed to go to the Health Department, but maybe they'll never go to the Health Department, so maybe we need some thought put into it.

Alderman DeVries stated I'm not clear on what Alderman Shea is asking. Are you asking...?

Alderman Shea responded what I'm asking for is should this Committee do anything as a committee to give a directive. Should we say to the Mayor are you going to nominate somebody, are you going to not nominate somebody? What are you going to do?

Ms. Lamberton stated I've asked him that. And he was waiting for the Board of Mayor and Aldermen to make a decision on the consolidation...

Alderman Shea asked when is that supposed to be done?

Ms. Lamberton replied well we were waiting for the Solicitor's Office to look at all of the ordinances and get them organized as if it was done, to go before the Bills on Second Reading and then have everybody look at it and then it would go

back to the full Board I believe. I spoke to Tom Clark today and he said that he was working on it today, and so he said it should be going out tomorrow.

Chairman Lopez stated if it's okay with the Committee out of courtesy Diane's here, so I wonder if she has any comments before we take action on this.

Diane Guimond stated I wasn't coming here to speak.

Chairman Lopez replied that's all right but I'm giving you the opportunity.

Ms. Guimond responded I appreciate that. In my experience having been under two Commissioners who were absent, the prior administrator and the current one, one due to illness and the other one we're not sure what the issues were, but we're not going to go over that. But it's a difficult place to be in and you do make policy change, you can't help it. Revenue is involved, money is involved, you have to act and I felt...I couldn't come to the last meeting of the Committee because I was sick, I had that crazy flu that was going on so I wasn't able to come. I would have liked to have been there and if I hadn't gotten sick so quickly I probably would have submitted a letter. It's difficult. The Deputy is in a difficult place. You have to act quickly. I don't know about all departments but I know that in the Welfare Department things happen fast in that department and you have to act quickly and you get calls. I got a lot of calls from a lot of places and I had to step up to the plate when Paul came back and said well I grew up in two months time. It was a very good experience. I hear what you're saying and I understand what you're saying and it's true, but in my job classification it doesn't say anywhere that when Paul is out I take over his position or that when the Director is out. And I understand what Ginny is saying and it makes good sense.

Chairman Lopez asked you're a Deputy now?

Ms. Guimond replied I am a Deputy now, yes. And I can see where you're going with that, but I think the way it's running now will be better because then you'll have the option to appoint somebody into the position and I think that would be a respectful thing to do especially in the Welfare Department because you have to make decisions. There's no way around it, there's no way...they come fast and furiously. I used Ginny on several occasions. I had to ask and I didn't want to but I called her, I called Tom Jordan, I called people for resources and they were great, Tom Clark, everybody was great during that time period. But the ultimate decision was mine and whatever would have come of that would have been responsibility, but fortunately with good resources that I had out there I think I made good decisions.

Chairman Lopez stated and I think to clarify this and just to understand that I think the Committee did look at it and that's the reason we're here today. But I think we checked and we haven't paid any Deputies higher salaries, so...

Ms. Guimond responded you did me. You yourself gave it to me when Susan was out. Gave the pay but not the title.

Ms. Lamberton stated what you got was a plus rate, you and that other...Bob Powers, both got a little more money because Susan decided that you were going to receive it for assuming additional supervisory responsibility because we were a case...because she was a Welfare Specialist II and so was Bob Powers, unless he was a III.

Ms. Guimond stated he was a III.

Ms. Lamberton stated and Susan at first didn't feel...she felt that Bob Powers shouldn't receive any additional compensation at first and then she decided to give each of them a little something because they assumed higher level responsibilities. But she did not want them to be appointed Deputy or Commissioner and you know I have to do what the department head tells me to do.

Ms. Guimond stated but it was the same pay as on January 1<sup>st</sup> when Paul Martineau came on board.

Ms. Lamberton interjected just by coincidence, just because of the way the system works.

Chairman Lopez stated okay it's been clarified. Does anybody have any more questions on it? What's your pleasure?

Alderman DeVries stated just one quick question if I could. Do we need to clarify the job classification for the Deputy Welfare Director?

Ms. Lamberton responded Diane has agreed...that when I read it, it says that the Deputy runs the office. It doesn't qualify whether the boss is there or not.

Alderman DeVries asked could you forward me a copy of that?

Ms. Lamberton answered absolutely.

On a motion of Alderman DeVries, duly seconded by Alderman Pinard, it was voted to adopt the proposal as written.

Chairman Lopez addressed Item 4 of the agenda:

Communication from the Human Resources Director recommending approval of an ordinance amendment revising the class specification for the Police Telecommunications Manager position.

On a motion of Alderman DeVries, duly seconded by Alderman Shea, it was voted to move the item for discussion.

Ms. Lamberton stated I believe two years ago...no, not quite...when I first saw this spec a couple of years ago...I think this spec was being developed when I arrived here and what the minimum qualification said was graduation from a college or university with a bachelors degree in civil engineering. And of course it is difficult to find civil engineers, particularly ones that want to run a Police dispatch office. And consequently they still had problems. So anyway, long story short, they finally got a person that had a degree in engineering but they were not a manager and there's been a lot of problems, a very high turnover rate in the dispatch area, and so that gentleman had resigned and the position came open again and so we had a change of Chiefs and whatnot in the Police Department. So I ended up with Deputy Chief Gary Simons saying, you know Gary I would recommend to you that you broaden your qualifications because what you really need is somebody who is a really good manager and they can oversee the technical staff who need them who have something to do with computers. And also then if they are a good manager they'll manage that part and they'll also be able to manage the actual dispatchers. And so it was a suggestion. I said think about it, if you want to fine, if you don't want to that's fine with me too, but that's what I would do. And so they finally came back and said yes if we really broaden the qualifications, and said a degree in security management, business admin, public admin, aviation. It gives them lots of broadness there so actually more people in the department will qualify for the position as well. And that's another goal for promotional purposes. And then we changed the experience factor a little bit here to require more supervisor experience. The other one didn't even require supervisory experience, which made no sense whatsoever to have a job that didn't require the supervisory. And so...it said some supervisory experience...this position is 98 percent supervisory, so anyway this should give them more employees an opportunity to be considered, and then it should give the department more of an opportunity to find a really good person and hopefully make that place work better. That's all.

Alderman DeVries asked it's your understanding that the Police Department is in acceptance with this?



Ms. Lamberton replied yes. As a matter of fact Deputy Chief Simons called this afternoon and said I would be happy to explain it. They recognize the problem too because their turnover is very high.

Alderman Shea asked is this reclassification?

Ms. Lamberton answered it's not reclassification. The same title, no change in title, no change in grade.

Alderman Shea asked what is the grade level?

Ms. Lamberton replied 22. The other thing just so you know, they had posted this position whenever, a month ago maybe, with the other minimum qualifications. I had told them when these qualifications get approved they have to repost it to make sure everybody has access to the position and so maybe we can move it along tonight because the Indians are getting restless. People that did qualify and people who didn't qualify, people want something to happen here and interviews could be set up, so I was wondering if we could...

Alderman Pinard asked do you need a motion to expedite this?

Ms. Lamberton replied tonight if we could, and they can post it tomorrow and then they can...

On a motion of Alderman DeVries, duly seconded by Alderman Sysyn, it was voted to approve an ordinance amendment revising the class specification for the Police Telecommunications Manager position.

Chairman Lopez stated now you want it to be expedited and please make sure the necessary paperwork gets to the Police.

Legislative Assistant Thibault replied sure.

Ms. Lamberton stated I did the ordinance, I'll send that also.

Chairman Lopez addressed Item 5 of the agenda:

**5. New hire/termination reports submitted for informational purposes only.**

Alderman Shea stated one of the things that was brought out by Alderman Forest is the termination and I'm thinking that someone could be retired from the Police Department and go for job interviews. They could be terminated but not retired

and indicated that maybe there should be a designation between those that are retiring and those that are being terminated. By that I mean they're not retiring, they're just leaving for maybe another job or something like that. Can we make sure something like that...

Ms. Lamberton stated terminated means just that, they're separating from us, they're terminating. And then there are other boxes for laid off, retired, etc.

Chairman Lopez stated that's a good point, but when somebody sends something here saying they're retired, you don't tell them their terminated.

Ms. Lamberton replied I won't tell them very much at all because we don't want to get sued. So we'll just give out dates of employment and sometimes they'll ask a few questions that you just don't answer. They'll ask you if they left under good circumstances and you say voluntarily left. Unless the employee or ex-employee authorizes you to tell stuff and even then we're shy about saying too much because everybody has a lawyer.

Chairman Lopez asked is everybody comfortable with that?

On a motion of Alderman Pinard, duly seconded by Alderman Shea, it was voted receive and file the report.

#### TABLED ITEM

6. Communication from, HR Director, regarding a request from the Airport Director to change the salary grade of the Airport Security Manager.

The item remained on the table.

There being no further business to come before the Committee, on a motion of Alderman DeVries, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee